

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> 3/1/07
	<b>Section 24:</b> Staff as Foster Parents	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 616</b>
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The Indiana Department of Child Services (DCS) recommends that local DCS office staff refrain from assuming the role of foster parent.

DCS prohibits an employee who is a licensed foster parent from having any professional responsibilities related to the employee's own license. DCS prohibits staff of the Central Office Licensing Unit from being licensed foster parents.

DCS prohibits staff of Licensed Child Placing Agencies (LCPA) who are licensed foster parents from being licensed through or have placements monitored by the agency by which they are employed.

DCS requires individuals who contract with an agency for professional/personal services for more than thirty (30) hours a week and more than twenty-six (26) weeks a year to comply with the policies and procedures applicable to staff of the agency.

DCS prohibits a local DCS office or LCPA from providing pre-service or in-service training for an applicant or licensee who is employed by the agency.

#### Code Reference

N/A

#### **PROCEDURE**

Any individual employed by a local DCS office choosing to become a licensed foster parent, must be licensed by a local DCS office or LCPA in a county other than the county in which he/she is employed. The employee may not accept placement of children from the county by which he/she is employed.

Licensed foster parents who become employed by a local DCS office or LCPA, must before the next annual review, transfer their license to a local DCS office or LCPA in a county other than the county in which they are employed. Refer to separate policy, Chapter 12, [Transferring a Foster Family Home License](#).

If the two agencies involved agree that it would be in the child(ren)'s best interest to have Case Management Services<sup>1</sup> provided by the agency where the foster parent works, a proposal can be submitted to DCS Central Office Licensing Unit outlining why this arrangement is best for the child(ren) and what procedures/policies have been put in place to avoid any potential conflict.

<sup>1</sup> Case Management Services includes Coordination of Services, Preparation of Court Report, Attendance at Child & Family Team Meetings, Location of the Child's Ongoing File

Exceptions to this provision can be granted if compelling reasons are presented to the Central Office Licensing Unit Manager

<b>PRACTICE GUIDANCE</b>
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- N/A

<b>FORMS AND TOOLS</b>
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- N/A

<b>RELATED INFORMATION</b>
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If at the time this policy becomes effective, a child is placed in a home where the foster parent is licensed and employed by the same agency, then the license will need to be transferred within 90 days to another LCPA.

LCPAs can develop a Memorandum Of Understanding (MOU) to prevent the disruption of Case Management Services until the child(ren) in question reach permanency.

LCPAs can continue providing Therapeutic Services which are Medicaid Reimbursed regardless of which agency is providing the service.